**PRICE QUOTATION FORM**

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| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/MDA/RFQ/2022/016 |
| **Currency of quotation:** | MDL |
| **Delivery charges based on the following 2010 Incoterm:**  | Choose an item. |
| **Validity of quotation:***(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

* Quoted rates must be **exclusive of VAT and all taxes**, since UNFPA is exempt from taxes.

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| Item | Description | Unit of measure | Quantity | Unit price, MDL | Total, MDL |
| **1** | **Venue rent services: conference room & rent of equipment and translation services****Location:**  Conference Room of one of the Hotels (4 or 5 Stars Hotels) located downtown/ Chisinau City Center (with an easy access to public transportation) **Date:** 23 September 2022 (Friday) **Rent Time:** 9:00-17:00**Attendees:** up to 50 participants with physical presence & up to 50 participants will attend the event on-line via ZOOM Platform connection**Room Set-up:**  1 large Conference Room with comfortable seats and 10 round tables / 5 persons to be possible to sit around one table respecting social distancing requirements + one table for Presidium **Air conditioning/ heating:** Yes, the room shall be aired and clean **Projector:** Yes, for video **Screen:** Yes, 3x4 m **Laptop**: Yes, Windows 10, MS Office**Audio System:** Yes, Performant Audio System, applicable in case of hybrid format event, to ensure a very good sound in the conference room and on-line**Wi-Fi:** Yes, with very good high-speed Internet connection for hybrid format event,**Microphones:** Yes, 12 stationary microphones + 3 mobile microphones**Headsets:** Yes, 50 headsets**Booths for interpreters**: Yes, for English-Romanian and vice-versa simultaneous translation**Simultaneous Translation:**  English-Romanian and vice-versa**Note**: the headsets and boots for interpreters & simultaneous translation services (Romanian-English-Romanian) - are needed for 2 hours’ duration (during the Opening Session of the Event & Signing Ceremony of the Agreement)**Technical assistance specialist:** Yes,to provide support during the entire duration of the event - with the PPT presentations, ensure proper functioning of all technical equipment, Zoom connection, and fix promptly any technical bugs that might appear with equipment, with Internet connection or audio system during the entire event**Bottled water on the tables**: 100 units of 0.5 l bottles of water (50 still & 50 sparkling/carbonated water bottles) & single use paper cups & napkins |  | 1 |  |  |
| **2** | **Event materials and printing services****Customized White Folders** with the printed turquoise cervical cancer prevention ribbon & 4 Logo & black text - conference name and date (Specifications: Similar to INTERDRUK A4 IN00403): 50 units **Customized Name Badges** (White or Turquoise Color Lanyard with safety breakaway and metal lobster clip; One-sided, matt, white color Name Badge 4+0, with vertical print of black text - conference name and date and Participant’s name & 4 Logo): 50 units **Printing services of Event Concept Note + Agenda + Handouts** (Double sided - color, A4, 80g/cm2, 4+4): 250 pages **Printing services of Certificates of Attendance, for Participants to the Event** ( One sided - color, A4, 350g/m2, 4+0, matt, with appropriate texture for writing the name of participants and for signing of certificates): 50 units  |  | 1 |  |  |
| **3** | **Event related photo and communication services and participants’ registration** **Photo Shooting and Editing:** Yes, 40 quality photos capturing the most relevant moments of the event to be provided to the UNFPA Moldova CO **Communication activities:** - Professional Moderation of the Event by a Journalist/Presenter (moderation is needed for the entire duration of the event). The moderator/presenter to be selected/proposed – shall be mutually agreed with UNFPA Moldova CO - Privesc.eu Live streaming of the Event (Live streaming is needed for 2 hours duration (during the Opening Session of the Event & Signing Ceremony of the Agreement)  |  | 1 |  |  |
| **4** | **Catering services: 2 coffee breaks & 1 fourchette style lunch** The 1st Welcome Coffee break (Extensive) shall include: tea, natural coffee, milk, sugar, assortment of 2 sweet and 2 salty types of pies (‘placinte’), 2 types of seasonal local fruits. **Note:** to be arranged on tables and removed after the end of coffee break. Lunch (Fourchette style) shall include: 8 types of finger food of which 5 salty and 3 sweet (e.g., meat skewers, grilled vegetables, meat/vegetables rolls, mini sandwich, bruschetta, tartlets, pie (‘placinta’), mini-cakes, seasonal fruit, other), still/mineral water + tea, natural coffee, milk, sugar. **Note:** to be arranged on tables and removed after the end of lunch. The 2nd Coffee break (Light) shall include: tea, natural coffee, milk, sugar, 2 type of sweet cake (muffins, or croissants, or chocolate, etc.), 2 types of seasonal local fruits. **Note:** to be arranged on tables and removed after the end of coffee break.  |  | 1 |  |  |
| **5** | **Administrative & logistics services and support*** Coordination of Venue Selection & Arrangement of Conference Room (including seating arrangements, pick up and setting Banners, producing & distribution of table nametags for speakers etc.): Yes
* Catering Coordination: Yes
* Translation Arrangements & Coordination: Yes
* Coordination of Equipment Rent and Technical Support: Yes
* Participants Coordination (participants invitation assurance, development of the list of participants who confirmed participation, both – on-line & off-line (with their contact details), off-line registration of participants at the Registration Desk etc): Yes
* Coordination of Materials Printing & Pick up & Assembling participants folders and their distribution at the Registration Desk): Yes
* Set-up On-line Event via ZOOM on-line Platform that allows on-line translation (English-Romanian and Vice-versa) & provide two days before the event - the Link for connection to the on-line event - to up to 50 participants who will attend the event via ZOOM on-line Platform.
* Ensure distribution of the electronic version of the PPTs presented and discussed within the event to the e-mail addresses of all participants to the Conference (who attended on-line and off-line)
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| ***Total Contract Price*** |  |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MDA/RFQ/2022/016 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

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|  | Click here to enter a date. |  |
| Name and title | Date and place |